

**C-O-N-F-I-D-E-N-T-I-A-L**

**OFFICE OF TRAINING**

**NOTICE**

6 December 1962

**NO. 20-62**

**SUBJECT: Office of Training Social Gathering**

1. A Christmas social gathering of OTR personnel will be held in room GE 78, Headquarters Building; on 20 December 1962 from 1600 to 1930 hours.

2. Those who plan to attend are requested to contribute according to the following scale to defray expenses:

GS-3 thru 6	\$ .75
GS-7 thru 10	\$ 1.00
GS-11 thru 13	\$ 1.50
GS-14 and above	\$ 2.00

3. Due to the limited time remaining before the date of the gathering; it is necessary to set 12 December as the deadline for contributions in order that proper arrangements can be made.

4. Contributions should be turned into appropriate Time and Attendance clerks who will forward receipts to [REDACTED] Room GC-11, together with a list of contributors and the amount paid by each. Admission tickets will be provided by [REDACTED]

[REDACTED]  
**MATTHEW BAIRD**  
Director of Training

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**Distribution:**

All OTR Personnel

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